

## INTERIOR DEPARTMENT

### INTERIOR/FWS-11

#### SYSTEM NAME:

Real Property Records—Interior,  
FWS-11.

#### SYSTEM LOCATION:

Regional Offices, U.S. Fish and  
Wildlife Service (see appendix for  
addresses).

#### CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Landowners, tenants and permittees.

#### CATEGORIES OF RECORDS IN THE SYSTEM:

Records consist of individual files, i.e.,  
title file; case file; and correspondence  
file. Along with this material is the  
corresponding tract appraisal report.  
The title file contains title evidence,  
original instrument of conveyance, copy  
of acquisition contract, title curative and  
closing data, title opinions, survey  
description and plat, payment vouchers,  
and appraisal summary. The case file  
contains a copy of the acquisition  
contract, copy of instrument of  
conveyance, closing data, survey  
description and plat, payment vouchers  
and appraisal summary. The  
correspondence file contains all general  
correspondence, negotiator's contacts  
and all material in connection with  
relocation assistance permits or  
outgrants when appropriate. The  
appraisal report consists of the property  
description, local market data including  
comparable sales information, location  
maps and an analysis of value.

#### AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

Land acquisition and disposal  
authorities are as follows: Migratory  
Bird Conservation Act, as amended (16  
U.S.C. 715 et seq.); Migratory Bird  
Hunting Stamp Act, as amended (16  
U.S.C. 718 et seq.); Fish and Wildlife Act  
of 1956, as amended (16 U.S.C. 742a et  
seq.); Fish and Wildlife Coordination  
Act, as amended (16 U.S.C. 661-666c);  
Recreational Use of Conservation Areas  
Act, as amended (16 U.S.C. 460k-460k-  
4); Colorado River Storage Project Act,  
as amended (43 U.S.C. 620g);  
Endangered Species Act of 1973 (16  
U.S.C. 1531-1543); National Wildlife  
Refuge System Administration Act, as  
amended (16 U.S.C. 668dd-668ee); Act of  
May 19, 1948 (PL 80-547), as amended  
(16 U.S.C. 667b-667d); Federal Property  
and Administrative Services Act of 1949,  
as amended (41 U.S.C. 471 et seq.); and  
the Uniform Relocation Assistance and  
Real Property Acquisition Policies Act  
of 1970 (40 U.S.C. 4801 et seq.).

#### ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

The primary uses of the records are  
(a) transfer of pertinent documents to  
authorized title companies or  
abstractors to obtain title evidence for  
closings; (b) transfer of pertinent  
documents to Regional Solicitors and  
the U.S. Department of Justice for title  
opinions and condemnation purposes;  
(c) for use of appraisal information in  
negotiations; (d) for permit and outgrant  
purposes; (e) reporting lands as excess  
to the General Services Administration  
for transfer or disposal. Disclosures  
outside the Department of the Interior  
may be made (1) to the Department of  
Justice when related to litigation or  
anticipated litigation; (2) of information  
indicating a violation or potential  
violation of a statute, regulation, rule,  
order or license, to appropriate Federal,  
State, local or foreign agencies  
responsible for investigating or  
prosecuting the violation or for enforcing  
or implementing the statute, rule,  
regulation, order or license; (3) to a  
Member of Congress from the record of  
an individual in response to an inquiry  
made at the request of that individual;  
(4) to title companies or abstractors; (5)  
to the General Services Administration;  
(6) to provide addresses obtained from  
the Internal Revenue Service to debt  
collection agencies for purposes of

locating a debtor to collect or  
compromise a Federal claim against the  
debtor, or to consumer reporting  
agencies to prepare a commercial credit  
report for use by the Department.

#### DISCLOSURE TO CONSUMER REPORTING AGENCIES:

*Disclosures pursuant to 5 U.S.C.  
552a(b)(12):* Disclosures may be made to  
consumer reporting agencies as defined  
in the Fair Credit Reporting Act (15  
U.S.C. 1681a(f)) or the Federal Claims  
Collection Act of 1966 (31 U.S.C.  
3701(a)(3)).

#### POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

##### STORAGE:

Title File—in legal size binders. Case  
and Correspondence Files—in letter size  
file folders.

##### RETRIEVABILITY:

By name of individual.

#### SAFEGUARDS:

Maintained with safeguards in  
accordance with 43 CFR 2.51.

#### RETENTION AND DISPOSAL:

Title File—stored as permanent records  
in GSA records center. Case and  
Correspondence Files—maintained until  
case is closed, then retired to GSA  
records center and destroyed after two  
years.

#### SYSTEM MANAGER(S) AND ADDRESS:

Cheif, Division of Realty, Fish and  
Wildlife Service, U.S. Department of the  
Interior, Washington, D.C. 20240.

#### NOTIFICATION PROCEDURE:

Inquires regarding the existence of  
records shall be addressed to the  
System Manager, with respect to records  
located in the Washington office, and to  
regional directors, with respect to  
records located in the offices for which  
each is responsible. A written, signed  
request stating that the requester seeks  
information concerning records  
pertaining to him is required. See 43 CFR  
280.

#### RECORD ACCESS PROCEDURES:

A request for access shall be  
addressed to the System Manager with  
respect to records located in the  
Washington office, and to regional  
directors, with respect to records  
located in the office for which each is  
responsible. The request must be in  
writing and be signed by the requester.  
The request must meet the content  
requirements of 43 CFR 2.63.

#### CONTESTING RECORD PROCEDURES:

A petition for amendment shall be  
addressed to the System Manager and  
must meet the content requirements of  
43 CFR 2.71.

#### RECORD SOURCE CATEGORIES:

Public records, other governmental  
contracts, community contacts, and  
named individuals.

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